



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MHA-09-73	POSITION: Interpreter American Sign Language
POSITION SERIES: DS-0101	POSITION GRADE: 12
OPENING DATE: 7/10/09	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$62,499 - \$79,959 per annum
WORKSITE: 64 New York Ave. N.W. Washington, D.C. 20002	TOUR OF DUTY: 8:15 a.m. – 4:45 p.m., Monday - Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited
AGENCY: D.C. Department Of Mental Health	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months.	
() This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. (X) This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
Pursuant to Title II of DC Law 15- 353, "The Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended", the individual selected to fill this position will, as a condition of employment, be required to complete a Criminal Background and/or Traffic Record Check. Employment with the Department of Mental Health is subject to satisfactory findings.	
BRIEF DESCRIPTION OF DUTIES: The incumbent of this position provides a wide range of interpreting services including the translation of signed communication into verbalized language and of spoken communication into sign language such as American Sign Language (ASL, Pidgin Signed Language (PSE) and oral method. Interprets in a variety of communication settings throughout the Hearing Impaired Services Division such as oral, legal and gesture. Interprets for hearing impaired staff and consumers during interviews, counseling/therapy sessions, evaluations, formal/informal staff meetings, conferences and ceremonies and other settings involving non-signing Department of Mental health (DMH) co-workers, other agency employees, private providers and/or members of the community. Responsible for the development and implementation of communication skills evaluation of consumers. Conducts an on-going program on in-house sign language instruction for DMH staff, requiring or expressing interest in upgrading personal sign language skills, develops curriculum and course objectives; implements the training and evaluates the program effectiveness. Independently completes administrative assignments within the time frame allotted. Incumbent may accompany the deaf staff to respond to service calls whenever the deaf staff is on call and needs to physically respond to such on call requests.	
QUALIFICATIONS REQUIREMENT: Candidate <u>must possess</u> a Comprehensive Skills Certification by the National Registry in Interpreters for the Deaf (RID). Candidate must also possess one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with particular knowledge, skills, and ability to successfully perform the duties of the position.	
SELECTIVE PLACEMENT FACTOR(S): Management is requesting that the candidate have at least two (2) years of experience as a mental health interpreter and a graduate of an accredited Interpreter training program.	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Knowledge of English and American Sign Language and other sign systems (Pidgin Sign English/Manually coded English).
2. Demonstrated ability in basic computer skills.
3. Ability to fluently and simultaneously interpret or transliterate from English to Sign Language and to voice interpret.
4. Knowledge of Teletype (TDD) calling procedures (sign codes) to effectively communicate with hearing impaired individuals on the telephone.
5. Ability to communicate orally, and in writing and have good interpersonal skills.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Perry Saunders (202) 67671-4081
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."